



**NAVY
OFFICER
BILLET
CODE(NOBC)
SUBMISSION
CODE
101**

TOPICS COVERED



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WHERE TO START?

REF: BUPERSINST
1001.39(SERIES)

NAVPERS 15839I



Familiarize yourself with both of the references. Chapter nine of the BUPERSINST 1001.39 has an example letter format. The NAVPERS 15839I is known as the “NOBC Manual”, here you will find all available NOBCs and their descriptions.



EXAMPLE LETTER

FORMAT

From: Rank, Name, USNR-R, SSN/Designator
To: Commanding Officer, Naval Reserve Personnel Center (N512)
Via: (1) Commanding Officer, Naval Reserve Unit
(2) Commanding Officer, Supporting Naval Reserve Activity
(3) Other via addressees if required for certification of qualifications not documented in the letter or to comply with specific officer community requirements such as those for Intelligence, Cryptology, Supply, Engineering Duty, and Civil Engineer Corps Designators

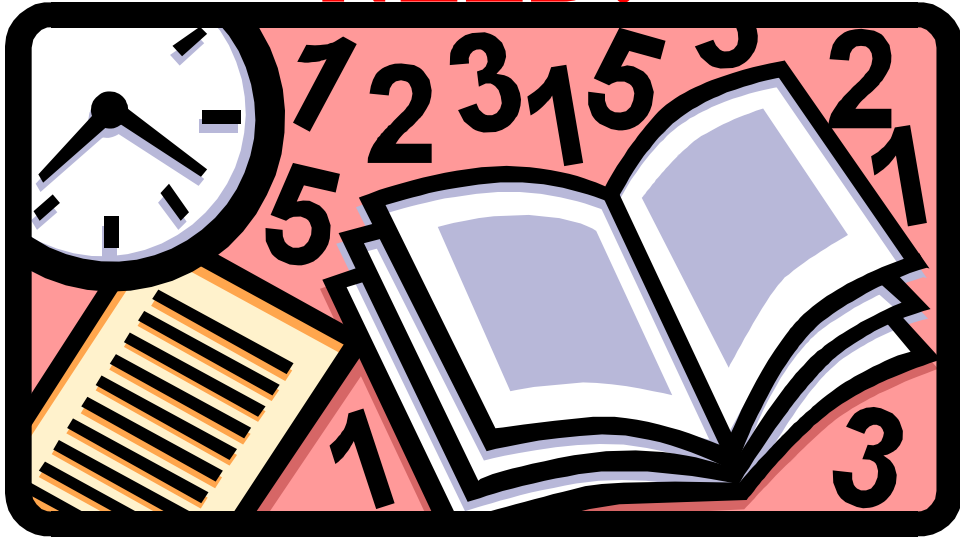
Subj: APPLICATION FOR ASSIGNMENT OF NAVY OFFICER BILLET
CLASSIFICATION (NOBC)

Ref: (a) BUPERSINST 1001.39D
(b) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications

1. Per references (a) and (b), I request assignment of NOBC (specify number and description from reference (b)).
2. Military schooling appropriate to this NOBC: (Provide course title, number, dates, and location, both active duty and active points credited.)
3. Military correspondence courses appropriate to this NOBC: (provide title, number, date completed, and number of retirement points credited.)
4. Practical experience appropriate to this NOBC:
 - a. Active Duty: (provide dates, locations, billets or duties that are appropriate to this NOBC.)
 - b. Annual Training (AT)/Active Duty for Training (ADT): (Provide dates, locations, and duties appropriate to this NOBC.)
 - c. Inactive duty experience: (indicate experience gained during drills, Inactive Duty Training Travel, etc., relating to this NOBC.)
5. Other information supporting the request, as appropriate.

(Signature of Member)

WHAT INFO DO I NEED?



Simply follow the sample letter format. Ensure that you list billets held, Annual Trainings, etc. Also, give a brief blurb about what you actually did to justify the NOBC. We do not require copies of your FITREPS. If you have certificates to support your application, you may enclose them.

WHERE/HOW DO I SUBMIT?

All NOBC requests must be routed via your chain of command. This includes your gaining command, i.e. Coastal Warfare Group One. (Where ever you do your AT.) The "From" line on the letter tells you the ultimate destination.

Naval Reserve Personnel Center (Code N512). You may also send the request with all endorsements via fax at
Address: 4400 Dauphine Street
New Orleans, LA 70149
(504) 678-1813.

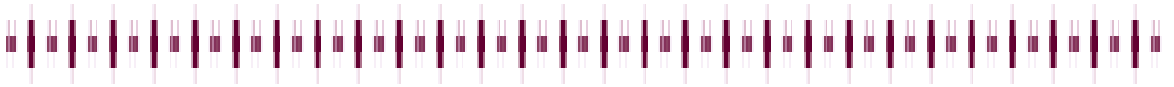
WHAT IS THE PROCESS TIME?

WHAT DO I RECEIVE IN RETURN?


Once your request is received by NRPC (Code N512), you can expect a response within two weeks. The response can come as an approval or disapproval letter.

Sometimes we require more info to adjudicate your request, so you will receive a letter to that effect. These letters are mailed to your home address. You also can see an update on you OSR within 72hrs to a week from

HOW DOES THE NOBC GET ENTERED IN MY RECORD/OSR?



NRPC uses a system
called
IMAPMIS(Inactive
Manpower and
Personnel
Management
Information System).
Once the data is
entered in IMAPMIS,
your OSR and the
ODCR then reflect the
change.



WHERE DO I GO FROM THERE?

That's it! You're done! Now you are an expert on the submission of NOBCs. If you should have any other questions, you can contact YN1 Jami Keef at (504)678-1780.

